

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

16 November 2002

MEMORANDUM FOR GROUP 12 UNIT COMMANDERS

FROM: Group 12/CC

SUBJECT: Commanders Packet II

1. The checklists, forms, and form letters have been developed over several years by the Group 12 staff members to be used as tools to assist with the administrative process. Unit commanders may feel free to use, not use, or modify them as desired .
2. Always check reference directives, because they may have changed since this writing. Check directives for additional information.
3. I hope the information contained in this Commanders Packet II will be informative and useful. I invite your comments and suggestions on which the Commanders Packet II can be improved.

RICKEY L. OETH, Major, CAP
Commander

Attachments:
See table of contents

Distribution:
1 - each unit commander, Group 12

GROUP 12, ILLINOIS WING

COMMANDERS

PACKET

II

TABLE OF CONTENTS

COMMANDERS PACKET II

General Information Letter - **TAB A**

100 APPLICATIONS - TAB B

Important Notice - The New Senior Member
GP 12 FL 101 - Senior Membership Checklist.
GP 12 Form 101-3 - Sample Fingerprint Card.
GP 12 Form 101-4 - Fingerprint screening and more fingerprint tips.
GP FL12 FL 103 - Senior Member Handbook
Important Notice - The New Cadet Member
GP 12 FL 102 - Cadet Membership Application Checklist.

200 ORIENTATION - TAB C

GP 12 FL 201 - Senior Member Level I Orientation and In-processing Checklist.
GP 12 FL 202 - Level I Instructor Letter.

300 AWARDS - TAB D

GP 12 Form 301 - Senior Member Recruiting Register (Basic Ribbon).
GP 12 Form 302 - Senior Member recruiting Register (Ribbon Clasp).
GP 12 Form 303 - Cadet Recruiting Register (Basic Ribbon).
GP 12 Form 304 - Cadet Recruiting Register (Ribbon Clasp).
GP 12 Form 305 - Red Service Ribbon.
GP 12 Form 306 - Counternarcotice Ribbon.
GP 12 Form 307 - Disaster Relief Ribbon.
GP 12 Form 308 - Air Search and Rescue Ribbon.

400 BOARDS, COMMITTEES 7 OTHER APPOINTMENTS - TAB E

GP 12 FL 401- Personnel Authorization - Unit Finance Committee.
GP 12 FL 402 - Personnel Authorization - Unit Membership Board.
GP 12 FL 403 - Personnel Authorization - CAP Awards Review Board.
GP 12 FL 404 - Personnel Authorization - Unit Promotion board.
GP 12 FL 405 - Personnel Authorization - Teat control Officer.

500 LOGS AND REGISTERS - TAB F

GP 12 Form 501 - Forms Control Register.
GP 12 Form 502 - Personnel Actions Log.
GP 12 Form 503 - Test Material Log.

600 UNIFORMS - TAB G

GP 12 Form 601- Uniform Information Fact Sheet.
GP 12 Form 602 - Senior Member Basic Uniform Items.
GP 12 Form 603 - Cadet Basic Uniform Items.

GP 12 Form 604 - Measurement Guide - Male & Female.
GP 12 Form 605 - Battle Dress Uniform (BDU) size chart, Hat size chart, &
Glove size chart.
GP 12 Form 606 - Size Chart for DPSC Battle Dress Uniform (BDU).
CAP Nat. HQ., Size chart for men and women.
CAP Nat. HQ., Size chart for female pant/skirt.

700 MISCELLANEOUS FORMS - TAB H

GP 12 fl 701 - Motor Vehicle Operators Identification Card.
GP 12 FL 702 - Radio Operators Authorization.

800 FILE MAINTENANCE AND RECORDS DISPOSITION - TAB I

GP 12 FL 800-1 Table of Contents.
GP 12 FL 800-2 to 800-5 - General Instructions and Information Letter.
GP 12 FL 800-6 to 800-8 - File Plan.
GP 12 FL 800-9 to 800-14 - File Disposition Instructions Listing.
GP 12 FL 800-15 - File Guide Plan.
GP 12 FL 800-16 - Forms Guide Plan.
GP 12 FL 800-17- File Drawer Guide Plan.

100

APPLICATIONS

IMPORTANT NOTICE

The New Senior Member

1. Because new senior members are very important to Civil Air Patrol. We will try our best to see that the application process goes as smooth as possible. With this in mind, we suggest that the **unit personnel officer** go over each item on the application checklist to make sure the individual understands that everything on the application and fingerprint card are important to their membership.

2. Be sure to use **BLACK INK** when completing all forms.

3. When the **Membership Application** is not completed correctly, it will cause a delay in getting the application to National Headquarters for processing. The same thing goes for the **Fingerprint Card**, if not completed correctly it will cause delays. The Fingerprint Card is also an attachment to the Membership Application. Both have to be correct before being sent the National Headquarters for processing. Also the **Personnel Officer** will go over the three (3) attachments to the **Fingerprint Card** so there won't be any misunderstanding as to what is needed on the Fingerprint Card.

Lets do it right the first time !!

SENIOR MEMBERSHIP APPLICATION CHECKLIST

1. The following checklist is provided to make sure your transition into Civil Air Patrol goes as smooth as possible and that all required paperwork is processed in a timely manner.

2. Remember, all items are important, so you should keep this checklist with the packet until every item has been checked, processed, and posted.

3. () All blocks on the attached CAP Form 12 (Application for senior membership in Civil Air Patrol), are self explanatory. If you do have questions, the personnel officer will assist you.

4. () Any blocks that do not apply, place N/A (not applicable) in these blocks.

5. () After completing the application, a check or money order is required for membership dues in the amount of **\$55.00** (**Dues was changed to the amount shown effective 1 October 2003**). The check or money order will be made payable to:

() National Headquarters Civil Air Patrol

6. () **FBI FINGERPRINT CARD, FD-358:** All individuals applying for active senior membership must be screened and registered by National Headquarters. The screening process requires that the individual complete a FBI card used by National Headquarters to request a FBI criminal records check to determine membership eligibility. The attached fingerprint card can be completed by visiting your local Sheriff or Police Department.

7. () **OATH OF APPLICATION:** On the back of your application is your Oath of Application. Be sure to read this very carefully before signing the front of application.

8. Application will be returned to the **UNIT PERSONNEL OFFICER** to be checked for completeness prior to being signed and dated by the unit commander. A thing to remember, your membership begins as soon as the unit commander signs and dates your application. **WELCOME TO CIVIL AIR PATROL !!**

GP 12 FL 101-1 (Rev 2 Nov 2003)

GP 12 Form _____ (Rev 22 July 2002)

SENIOR MEMBERSHIP APPLICATION CHECKLIST: Con't

For use by the unit Personnel Officer

9. () Original copy signed and dated by the unit commander.
10. () Assign a control number - Personnel Action Log (GP 12 Form 502).
11. Make two (2) copies of CAP Form 12 and two (2) copies of the check or money order. Distribution should be as follows:

- a. () Original copy of CAP Form 12 to:

National Headquarters CAP/DP
105 South Hansell Street
Bldg. 714
Maxwell AFB, AL 36112-6332

(w/check or money order for \$55.00 (Dues change effective 1

October 2003)

- b. () One copy of application and check or money order for placement in CAP Form 45 (Senior Member Master Record). **This is the basic document for the personnel record.**

12. () Prepare CAP Form 45 (Senior Member Master Record) and CAP Form 45b (Senior Member Training Record).
13. () Remember to account for all new member on the Illinois Wing, Unit Monthly Consolidated Report **(ILWG Form 305).**
14. () Remind individual who recruited applicant to post their Recruiting Register.
15. () Senior Member Handbook (GP 12 FL 103). The material listed in paragraph 1. A-g of letter should be read prior to being given the Level I Orientation.
16. () To continue in processing go to Gp 12 Form 201 (Level I Orientation and In Processing checklist).

GP FL 101-2 (Rev 2 Nov 2003)

APPLICANT

Do Not Staple

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS
Civil Air Patrol
Maxwell AFB AL 36112

CHARTER NUMBER

REASON FOR REQUEST

CAP Senior Member
Cadet Leader

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME

FIRST NAME

MIDDLE NAME

OR

LEAVE

ALIASES AKA

Other Names
If Any

C
R
I

ALAPCAPOZ
CAP
MAXWELL AFB AL

DATE OF

CITIZENSHIP

U.S. or Other

VOLUNT NO.

Leave Blank

FE NO.

If Known

ARMED FORCE NO.

If Known

SOCIAL SECURITY NO.

Leave Blank

MISCELLANEOUS NO.

Rule 4 on Reverse

LEAVE BLANK

CLASS

REF

VOLUNTEER

Indicate any amputations or fingers missing at birth in the correct finger blocks. See instruction #7 on reverse this card regarding other physical problems in taking fingerprints.

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

SAMPLE FINGERPRINT CARD

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

Make certain all impressions are taken in proper order, legible, fully rolled and classifiable. All data essential. Use care and save time.

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FINGERPRINT SCREENING

The FBI rejection rate is steadily decreasing. We can reduce the rate even further if we follow a few simple rules:

(1) Make sure fingers are rolled nail to nail or as close as possible.

(2) When your finger is being rolled DO NOT help the individual taking the prints. Helping usually causes you to slide your finger and smear the print. Just relax and let him or her roll your finger for you.

(3) Use only FD-258 or BID-7 forms. The FBI will not accept any other form.

(4) Applicant fingerprint cards must have all ten fingers clear enough to be classified. Many agencies do not realize we must submit applicant fingerprint cards and they take the prints as if they were taking routine fingerprints. Routine fingerprints are usually tied to some criminal charge and require only one good print. **WE NEED ALL TEN!**

(5) If red ink is used on your fingerprint card, ensure it is baked (heated) or the prints will not be accepted by the FBI.

(6) The FBI requires a new fingerprint card each time a individual is screened. There are no exceptions. Security clearances or other background checks cannot be used in lieu of a new card.

(7) When a card is rejected, the individual receives the old card plus a new card to resubmit. **Return both cards!** If both are returned, rescreening is free. Send just one and it costs \$18.00.

Normal FBI fingerprint card processing time is between 45-60 days. It makes no difference if an individual does or does not have a record. The FBI does lose a fingerprint card on occasion. However the loss rate is under 1%.

More Fingerprint Tips

When filling out the personal information blocks on a fingerprint card, there are only 5 mandatory items:

1. Last Name, First Name, Middle Initial
2. Signature
3. Date of Birth
4. Sex
5. Social Security Number

The remaining blocks are optional and we recommend you leave them blank. We receive numerous cards with the "OCA" block filled in. **This does not mean "Occupation"!** The block is used to assign a control number to aid tracking the card.

The most critical feature of the fingerprints is the center portion of each fingertip where the ridges of the finger form a small oblong circle. If this portion of the print is not distinguishable, you can count on the FBI returning it.

■ FBI needs 'clean' fingerprint cards

NATIONAL HEADQUARTERS

— Starting on May 14, the FBI will no longer accept fingerprint cards with any type of highlighter on the card.



According to FBI officials, the highlighter color obscures information during the scanning process.

As a result, Civil Air Patrol National Headquarters will return any fingerprint cards that are highlighted, along with the accompanying membership dues, for correction prior to processing.

Don't get caught short submitting late renewals or new senior memberships that need to be processed for summer activities — check all fingerprint cards carefully.

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

14 November 2002

MEMORANDUM FOR NEW SENIOR MEMBERS

FROM: Group 12 HQ/CC

SUBJECT: Senior Member Handbook

1. The Senior Member Handbook is sent to all new senior members after their application is approved, and it consists of the following:

- a. CAP Manual 39-1, CAP Uniform Manual.
- b. CAP Pamphlet 190-2, CAP Primer.
- c. CAP Pamphlet 151, Standards, Customs and Courtesies.
- d. HQ CAP Safety Letter.
- e. Senior Training Diagram.
- f. CAP Pamphlet 50-6, Cadet Protection Policy and Program for Parents and Leaders.
- g. CLC Data Form 1.

2. The senior member **should study** the above listed material prior to being given the Level I Orientation and Cadet Protection Training.

3. Civil Air Patrol **requires** senior members to complete Level I training prior to receiving an **assigned duty position in the unit, working with cadets, enrolling in the United States Air Force Institute for Advanced Distributed Learning, or becoming eligible for promotion.**

4. Individuals should contact the unit commander to be schedule for the Level I Orientation and Cadet Protection Training as soon as possible after they receive their membership in Civil Air Patrol. If this is delayed the individual will not get the full benefit of their membership and progression in CAP as outlined in paragraph 3 above

RICKEY L. OETH, Major, CAP
Commander

IMPORTANT NOTICE

The New Cadet Member

1. Because the new cadet members are very important to Civil Air Patrol. We will try our best to see that the application process goes as smooth as possible. With this in mind, we suggest the **unit personnel officer** go over each item on the application checklist to make sure the individual understands that everything on the application is very important to their membership.

2. Be sure to use **BLACK INK** when completing all forms.

3. When the **Membership Application** is not completed correctly, it will cause a delay in getting the application to National Headquarters for processing.

Lets do right the first time!!

CADET MEMBERSHIP APPLICATION CHECKLIST

1. The following checklist is provided to make sure your transition into Civil Air Patrol goes as smooth as possible and that all required paperwork is processed in a timely manner.
2. Remember, all items are important, so you should keep this checklist with the packet until every item has been checked, processed, and posted.
3. () All blocks on the attached CAP Form 15 (Application for Cadet Membership in Civil Air Patrol), are self explanatory. If you do have questions, the personnel officer will assist you.
4. () **SECTION TO BE COMPLETED BY APPLICANT:** After completing this section , be sure to read statement prior to signing and dating application.
5. () **SECTION TO BE COMPLETED BY PARENT OR GUARDIAN:** Statement should be read prior to signing and dating application.
6. () **HEALTH CERTIFICATE:** On the reverse side of application is your **Health Certificate**, and this should be checked very carefully. Be sure to read **PARENTS EVALUATION**, and any boxes that are checked “YES”, an examination by a physician is required . Signed by parent or guardian and physician if applicable.
7. () After completing the application, a check or money order is required for membership dues in the amount of **\$42.00 (Dues was changed to the amount shown effective 1 October 2003)**. The check or money order will be made payable to:

() National Headquarters Civil Air Patrol.
8. () Application will be returned to the **UNIT PERSONNEL OFFICER** to be checked form completeness prior to being signed and dated by the unit commander. A thing to remember, your membership begins as soon as the unit commander signs and dates your application. **WELCOME TO CIVIL AIR PATROL!!**

CADET APPLICATION CHECKLIST: Con't

For use by the unit Personnel Officer

9. () Original copy signed and dated by the unit commander.
10. () Assign a control number - Personnel Action Log (GP 12 Form 502).
11. () Make two (2) copies of CAP Form 15 and two (2) copies of the check or money order. Distribution should be as follows:
- a. () Original copy of CAP Form 15 to:
- National Headquarters CAP/DP
105 South Hansell Street
Bldg. 714
Maxwell AFB, AL 36112-6332
(w/check or money order for \$42.00 (Dues was changed to amount shown effective 1 October 2003).
-
- b. () One copy of application and check or money order for placement in CAP Form 66 (Cadet Master Record). **This is the basic document for the personnel record.**
12. () Prepare CAP Form 66 (Cadet Master Record).
13. () Remember to account for all new member on the Illinois Wing, Unit Monthly Consolidated Report **(ILWG Form 305).**
14. () Remind individual who recruited applicant to post their Recruiting Register.

GP 12 FL 102-2 (Rev 2 Nov 2003)

200

ORIENTATION

SENIOR MEMBER
LEVEL I ORIENTATION AND IN PROCESSING CHECKLIST

The following checklist is a continuation of your in processing.

Civil Air Patrol requires senior members to complete Level I training prior to receiving an assigned duty position in the unit, working with cadets, enrolling in the Extension Course Institute (Air University), or become eligible for promotion.

1. () **CAP Orientation Course:** Video Presentation (80 minutes approx.), and it consists of five (5) parts as follows:

- a. () Part I - Civil Air Patrol History
- b. () Part II - Civil Air Patrol Mission and Organization
- c. () Part III - Civil Air Patrol Uniforms
- d. () Part IV - Civil Air Patrol Customs and Courtesies
- e. () Part V - Civil Air Patrol Senior Member Program

2. () **CAP Cadet Protection Training:** Video Presentation (60 minutes approx.). At the conclusion of the training session, senior member will:

- a. () Know the definition, categories, and signs of child sexual abuse.
- b. () Understand the “zero tolerance” child and drug abuse of Civil Air Patrol.
- c. () Be aware of CAP policies regarding child abuse and drug abuse, and know how to respond when confronting either situation within CAP.
- d. () Understand the need for strict adherence to CAP policies regarding cadet protection.

3. () **Director’s Report (CAP Form 11):** Distribution as indicated:

- a. () (1 cy) National Headquarters CAP/ETS
105 S. Hansell St.
Bldg. 714
Maxwell AFB, AL 36112-6332
- b. () (1 cy) Illinois Wing Headquarters CAP/ETS
P.O. Box 957348
Hoffman Estates, IL 60195-7348

- c. () (1 cy) Individual’s CAP Form 45 (Senior Member Master Record).

GP 12 FL 201-1 (Rev 23 July 2002)

SENIOR MEMBER

LEVEL I ORIENTATION AND IN-PROCESSING CHECKLIST (Con't)

- d. () Post CAP Form 45b (Senior Member Training Record).
4. () **Award CAP Certificate 13:** (Orientation Course Certificate).
5. () **Membership Ribbon:** Award upon successful completion of Level I training. Initiate CAP Form 2a (Request for and Approval of Personnel Action).
6. () **Level I Orientation Instructor:** Complete GP 12 FL 202 (Individual giving Instruction).
- a. () (1 cy) Director's Report File
 - b. () (1 cy) Individual's CAP Form 45 (Senior Member Master Record).
 - c. () Post CAP Form 45b (Senior Member Training Record).
 - d. () (1 cy) To individual for attachment to CAP form 24 (Application for Senior Program awards), for completion of Level V.
7. () **Individual's Job Assignment:**
- a. () Specialty Track Study Guide.
 - b. () Title and Study Guide Number.
 - (1.) () Title: _____.
 - (2.) () Study Guide Number: _____.
8. () **Enrollment in CAP Senior Officer Course (ECI 00013):** Initiate ECI Form 23 enrollment application. (This is a Level II requirement).
- ***Inform individual that they have one (1) year to complete course from the as of date indicated on the ECI Form 9 (Notification of Enrollment).
9. () **Issue CAP Pamphlet 7:** Civil Air Patrol Senior Member **Fast Start Handbook.**
10. () **Initiate CAP Form 100:** (Request for Operational Mission Specialty Qualification card, CAP Form 101). **Individuals will be requires to attend a class on the subject prior to completing the CAP Form 100.**
11. () **Initiate ILWG Form 5:** (Illinois Wing Radio Operators Permit Card). **Individuals will be required to attend a class on the subject before completing the ILWG Form 5.**
12. () **Initiate ILWG form 75:** (Application for Motor Vehicle Operator Identification Card.
GP 12 FL 201-2 (Rev 23 July 2002)

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

15 July 2002

MEMORANDUM FOR SENIOR TRAINING PROGRAM

FROM: Group 12/ETS

SUBJECT: Level I Orientation Instructor

1. Major Rickey L. Oeth, CAP, 121680 conducted the Level I Orientation on 12 July 2002 at 14311 Woodlawn Lane, Woodlawn, Illinois 62898 and is credited therefore in accordance with Chapter 3, CAP Regulation 50-17.
2. Record this information on CAP Form 45b (Level V).

Thomas Pickering, Lt. Col, CAP
Senior Program Officer

DISTRIBUTION:

- 1- Individual
- 1- Individual Personnel record
- 1- Director's Report File
- 1-To individual to be sent with CAP Form 24 (Application for Senior Program Awards) for completion of Level V

GP 12 FL 202 (Rev 30 Oct 2002)

SAMPLE COPY

300

AWARDS

SENIOR MEMBER RECRUITING REGISTER (BASIC RIBBON)

REFERENCE: paragraph 21k. (2), CAP Regulation 39-3

1. To earn this award a senior member must recruit seven (7) new qualified cadets or senior members for Civil Air Patrol.

2. For the senior member to get credit for a recruitment, the name of the recruiter must appear in the block marked MEMBER MOST RESPONSIBLE FOR YOU JOINING CAP, on the CAP Form 12 (Application for Senior Membership in Civil Air Patrol), or the CAP Form 15 (Cadet Application for Membership in Civil Air Patrol). The senior member will get credit for the recruitment, after the application has been sent forward to National Headquarters for processing and approved.

RECRUITED BY SENIOR MEMBER: _____

	NAME	CAPID	CADET (c) SENIOR (s)	CHARTER # & DATE
a. (1)				
b. (2)				
c. (3)				
d. (4)				
e. (5)				
f. (6)				
g. (7)				

3. After completion of the required number of recruitments, a CAP Form 2a (Request for and Approval of Personnel Action), should be completed. The unit commander is the final approving authority for this award. On approval, a copy of the CAP Form 2a will be posted to the CAP Form 45, and a copy contained therein. Attach a copy of the Recruiting Register to the CAP Form 2a. The Senior Recruiting Ribbon can be ordered through the CAP Bookstore.

GP 12 Form 301 (14 Oct 2002)

SENIOR MEMBER RECRUITING REGISTER (Ribbon Clasp)

REFERENCE: paragraph 21k. (2), CAP Regulation 39-3

1. For the Senior Member to earn the Ribbon clasp they must recruit ten (10) additional new qualified cadets of senior members for the Civil Air Patrol.

2. For the senior member to get credit for the recruitments, the name of the recruiter must appear in the block marked MEMBER MOST RESPONSIBLE FOR YOU JOINING CAP, on the CAP Form 12 (Application for Senior Membership in Civil Air Patrol) or the CAP Form 15 (Cadet Application for Membership in Civil Air Patrol). The Senior Member will get credit for the recruitment, after the application has been sent forward to National Headquarters for processing and approved.

RECRUITED BY SENIOR MEMBER: _____

	NAME	CAPID	CADET (c) SENIOR (s)	CHARTER # & DATE
a. (1)				
b. (2)				
c. (3)				
d. (4)				
e. (5)				
f. (6)				
h. (7)				

3. After completion of the required number of recruitments, a CAP Form 2a (Request for and Approval of Personnel Action), should be completed. The unit commander is the final approving authority for this award. On approval, a copy of the CAP Form 2a will be posted to the CAP Form 45, and a copy contained therein. Attach a copy of the Recruiting Register to the CAP Form 2a. The Senior Recruiting Ribbon Clasp (Bronze Clasp) can be ordered through the Bookstore.

GP 12 Form 302 (14 Oct 2002)

CADET RECRUITING REGISTER (Basic Ribbon)

REFERENCE: paragraph 21k. (1), CAP Regulation 39-3

1. To earn this award a cadet must recruit two (2) new qualified cadets or senior members for Civil Air Patrol.

2. For the cadet to get credit for the recruitment, the name of the recruiter must appear in the block marked MEMBER MOST RESPONSIBLE FOR YOU JOINING CAP, on cap Form 15 (Cadet Application for Membership in Civil Air Patrol) or the CAP Form 12 (Application for Senior Membership in Civil Air Patrol). The cadet will get credit for the recruitment, after the application has been sent forward to National Headquarters for processing and approved.

RECRUITED BY CADET: _____

	NAME	CAPID	CADET © SENIOR (S)	CHARTER # & DATE
a. (1)				
b. (2)				

3. After completion of the required number of recruitments, a CAP Form 2a (Request for and Approval of Personnel Action), should be completed. The unit commander is the final approving authority for this award. On approval, a copy of the CAP Form 2a will be posted to the CAP Form 66 (Cadet Master Record), and a copy contained therein. Attach a copy of recruiting register to the CAP Form 2a. The Cadet Recruiting Ribbon can be ordered through the CAP Bookstore.

GP 12 Form 303 (14 Oct 2002)

CADET RECRUITING REGISTER (Ribbon Clasp)

REFERENCE: 21k. (1), CAP Regulation 39-3

1. For the cadet to earn the ribbon clasp they must recruit two (2) additional new qualified cadets of senior members for Civil Air Patrol.

2. For the cadet to get credit for the recruitment, the name of the recruiter must appear in the block marked MEMBER MOST RESPONSIBLE FOR YOU JOINING CAP, on the CAP Form 15 (Cadet Application for Membership in Civil Air Patrol) or the CAP Form 12 (Application for Senior Membership in Civil Air Patrol). The cadet will get credit for the recruitment, after the application has been sent forward to National Headquarters for processing and approval.

RECRUITED BY CADET: _____

	NAME	CAPID	CADET © SENIOR (S)	CHARTER # & DATE
a. (1)				
b. (2)				

3. After completion of the required number of recruitments, a CAP Form 2a (Request for and Approval of Personnel Action), should be completed. The unit commander is the final approving authority for this award. On approval, a copy of the CAP Form 2a will be posted to the CAP Form 66 (Cadet Master Record), and a copy contained therein. Attach a copy of the recruiting register to the CAP Form 2a. The Cadet Recruiting Ribbon Clasp (Bronze clasp) can be ordered through the CAP Bookstore.

GP 12 Form 304 (14 Oct 2002)

RED SERVICE RIBBON

REFERENCE : paragraph 21. b., CAP Regulation 39-3

1. The Red Service Ribbon is the longevity ribbon for service in Civil Air Patrol. This form is designed for the individual to keep track of each increment.

BASIC RED SERVICE RIBBON AWARD: Awarded at the end of two (2) years as a cadet or senior member in good standing.

Date joined CAP: _____ Date Eligible: _____

-
FIRST BRONZE CLASP: Awarded at the end of three (3) additional years (total of five (5) years).

Date Eligible (5 year award): _____

-
ADDITIONAL BRONZE CLASPS: One additional bronze clasp will be awarded for each additional five (5) year's service. A maximum of three (3) clasps (denoting 15 years' service will be worn).

Date eligible (10 year award): _____

Date eligible (15 year award): _____

LONGEVITY DEVICE: A metal number, denoting years' service, awarded at the end of 20 years and in increments of five (5) years there-after. The longevity device is worn centered on the Red Service Ribbon and the bronze clasps are no longer worn.

Date eligible (20 year award): _____ **20 (C71), 30 (C72) & 40 (C73) year CAP Membership Certificates are available when requested from the Wing Personnel Officer.**

Date eligible (25 year award): _____

Date eligible (30 year award): _____

-
2. At each increment, a CAP Form 2a will be completed by the unit personnel officer. The unit commander is the final approving authority for this award. This award should be posted to the CAP Form 45 or CAP Form 66, and copy contained therein.

3. Ribbons, clasps, and metal numbers, can be ordered through the CAP Bookstore.
GP 12 FL 305 (Rev 1 Nov 2003)

COUNTERNARCOTICS RIBBON

REFERENCE: paragraph 21. e., CAP Regulation 39-3

1. Awarded to senior members for the participation in ten (10) counternarcotics sorties.

	SORTIES	MISSION NUMBER	DATE
a.	One (1)		
b.	Two (2)		
c.	Three (3)		
d.	Four (4)		
e.	Five (5)		
f.	Six (6)		
g.	Seven (7)		
h.	Eight (8)		
i.	Nine (9)		
j.	Ten (10)		

2. After completion of the required sorties, a CAP form 2a (Request for and Approval of Personnel Action), should be completed and documentation for the 10 sorties attached. The form will be sent through channels to the Illinois wing director of Operations (DO), who is the final approving authority for this award. Before forwarding, make copies for the suspense action file. On approval, the ribbon can be purchased through the CAP Bookstore.

GP 12 Form 306 (14 Oct 2002)

DISASTER RELIEF RIBBON

REFERENCE: paragraph 21. f., CAP Regulation 39-3

1. Awarded for participation in five (5) actual/evaluated disaster relief missions.

	MISSION SORTIES	HOURS	DATE
a. (1)			
b. (2)			
c. (3)			
d. (4)			
e. (5)			

2. Completion of two (2) of the following requirements:

a. All of the following Red Cross Courses:

(1.) Introduction to Disaster Services: How the Red Cross chapter renders emergency assistance.

(2.) Disaster Damage Assessment.

(3.) Shelter Management

b. One of the following Red Cross courses:

(1.) The Red Cross course, Damage Assessment Supervision in Disaster.

(2.) The Red cross courses, Cardio-Pulmonary Resuscitation and advanced First Aid.

(3.) Radiological Monitoring for Instructors.

(4.) Radiological defense Office Course.

(5.) Airborne Radiological Monitoring

3. Participation in other equivalent disaster relief activities totaling at least 40 hours of activity certified by a disaster relief agency. This could include any training similar to the above courses and /or actual mission activity (In addition to the five (5) required missions).

4. Upon completion of the of the five (5) required missions, plus the required Red Cross courses, a CAP Form 2a (Request for and Approval of Personnel Action), will be completed , with all documentation attached, and sent to the Illinois Wing Director of Operations (DO), who is the final approving authority for this award. Make copies for the suspense action file.

5. On approval, the ribbon can be ordered from the CAP Bookstore.

GP 12 Form 307 (14 Oct 2002)

AIR SEARCH AND RESCUE RIBBON

REFERENCE: Paragraph 21. e., CAP regulation 39-3

1. To earn this award an individual must actively participate in at least ten (10) search and rescue sorties. All sorties must be in support of an actual search and rescue mission authorized by competent authority.

	SORTIES	MISSION NUMBER	DATE
a.	One (1)		
b.	Two (2)		
c.	Three (3)		
d.	Four (4)		
e.	Five (5)		
f.	Six (6)		
g.	Seven (7)		
h.	Eight (8)		
i.	Nine (9)		
j.	Ten (10)		

2. Aircrew Members and Ground Personnel, should check reference regulation for additional information on this award.

3. After completion of the required sorties, a CAP Form 2a (Request for and Approval of Personnel Action), should be completed and documentation for the ten (10) sorties attached. Form will be sent through channels to the Illinois Wing Director of Operations (DO), who is the final approving authority for this award. On approval the ribbon can be ordered through the CAP Bookstore.

4. Before forwarding, be sure to make copies for the suspense action file.

GP 12 Form 308 (14 Oct 2002)

400

**BOARDS, COMMITTEES,
&
OTHER APPOINTMENTS**

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 52286

**PERSONNEL AUTHORIZATION
NO.**

DATE:

The following named individuals are appointed to the Unit Finance Committee, to establish policy and procedures for budgeting, administering, accounting and reporting funds. AUTH: paragraph 2, CAP Regulation 173-1.

GRADE

NAME

CAPID#

(Finance Officer)
(Administrative Officer)
(Commander)

**LUKE B. WARMWATER, Maj. CAP
Commander**

**DISTRIBUTION:
1- ea Individual
1- Personnel Authorization File**

NOTE: The Unit Finance Committee will consist of the Unit Commander, Finance Officer and the administrative Officer. Always check the authority regulation, because it may have changed since this writing.

SAMPLE COPY

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

**PERSONNEL AUTHORIZATION
NO.**

DATE:

The following named individuals are appointed to the Unit Membership Board, to assist the commander in determining the eligibility of new applicants and membership renewals. AUTH: paragraph 1-5, CAP Regulation 39-2.

GRADE

NAME

CAPID#

**LUKE B. WARMWATER, Maj. CAP
Commander**

**DISTRIBUTION:
1- ea Individual
1- Personnel Authorization File**

ALL UNIT COMMANDERS WILL APPOINT A UNIT MEMBERSHIP BOARD COMPRISED OF A MINIMUM OF THREE (3) MEMBERS. Always Check authority regulation, because it may have changed since this writing.

SAMPLE COPY

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

**PERSONNEL AUTHORIZATION
NO.**

DATE:

1. The following named personnel are appointed to the CAP Awards Review Board.

GRADE

NAME

CAPID#

2. The CAP Awards Review Board will review recommendations and propose approval or disapproval to the approving authority. AUTH: paragraph 7, CAP regulation 39-3.

**LUKE B. WARMWATER, Maj. CAP
Commander**

**DISTRIBUTION:
1- ea individual
1- Personnel Authorization File**

The CAP Awards Review Board will consist of : The personnel officer and two (2) other members designated by the unit commander. Always check the authority regulation, because it may have changed since this writing.

SAMPLE COPY

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

**PERSONNEL AUTHORIZATION
NO.**

DATE:

The following named individuals are appointed to the Unit Promotion Board to consider all promotions and demotion actions and make recommendations to the promoting authority. AUTH: paragraph 10.a., CAP Regulation 35-5.

GRADE

NAME

CAPID#

**LUKE B. WARMWATER, Maj. CAP
Commander**

**DISTRIBUTION:
1- ea Individual
1- Personnel Authorization File**

NOTE: The commander MAY appoint a Promotion Board to consider all promotion and demotion actions and make recommendations to the promoting authority.

The Promotion Board will consist of at least three (3) officers as follows: Personnel Officer, Professional Development Officer, and one additional officer designated by the commander. The chairman of the Promotion Board should be equal to or higher than the highest grade being recommended. Always check the authority regulation, because it may have changed since this writing.

SAMPLE COPY

HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATE AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286

**PERSONNEL AUTHORIZATION
NO.**

DATE:

1. The following named individual is appointed as the Test Control Officer for test security and administration. AUTH: paragraph 3, CAP Regulation 50-4, and paragraph 2-3, CAP Regulation 50-17.

GRADE

NAME

CAPID#

2. The above named individual will ensure positive control of testing material to preclude compromise.

**LUKE B. WARMWATER, Maj, CAP
Commander**

**DISTRIBUTION:
1- Individual
1-Personnel Authorization File**

NOTE: Each CAP unit commander will ensure positive control of testing material to preclude compromise. They will appoint a TCO by letter, for test security and administration. These positions are usually assigned to members in Professional Development and Cadet Programs. THE UNIT COMMANDER MAY NOT SERVE AS TCO OR ALTERNATE. The commander MUST keep the letter current and on file in the unit. Always check the authority regulation, because it may have changed since this writing.

SAMPLE COPY

500

LOGS

FORMS CONTROL REGISTER

[illegible]

PERSONNEL ACTION LOG

[illegible]

TEST MATERIAL INVENTORY LOG

[illegible]

600

UNIFORMS

UNIFORM INFORMATION FACT SHEET

(Senior Members and Cadets)

1. This fact sheet is used to inform and relay information about the U.S. Air Force uniform you will be wearing. The first thing will be to find out your sizes. If an individual has doubts as to their size. An individual can measure according to the attached charts. Air Force Blue uniform measurement chart attachment 1 and Battle Dress Uniform (BDU) size guide at attachment 2. You will also find a cap and glove size chart at attachment 2. Additional BDU size chart at attachment 3, this will give the individual more information on sizes for the BDU's.
2. As a member of Civil Air Patrol you are authorized to wear a uniform similar to the U.S. Air Force uniform. The difference being that distinctive emblems, insignia, and badges are employed to identify the wearer as a member of Civil Air Patrol. For the proper wear of the uniform consult CAP Manual 39-1 (Civil Air Patrol Uniform Manual).
3. **DRESS AND APPEARANCE:** Civil Air Patrol being the official auxiliary of the U.S. Air Force, all members must be well-groomed and assure that their personal appearance at all times reflects credit upon themselves, Civil Air Patrol, the United States Air Force and the United States of America.
4. When wearing the uniform, it must be clean, neat, correct in design and specifications, properly fitted, and in good condition. Shoes will be shined and in good repair. Ribbons, when worn, will be clean and not frayed.
5. **PLACEMENT OF ACCESSORIES:** For the proper placement of accessories (name tag, ribbons, grade insignia, hat device, etc.) on the service dress, and the battle dress uniform (BDU). Check CAP Manual 39-1, or with the unit personnel officer for assistance. **The Bookstore is the ONLY PLACE you can purchase accessories for the Civil Air Patrol uniform.**
6. **WHERE TO PURCHASE UNIFORMS:** There are several sources where the Civil Air Patrol members can get uniforms:
 - a. **CAP BOOKSTORE:** The bookstore has all uniform items and accouterments, that can be purchased through the current catalog. The bookstore is located at Maxwell Air force Base, Alabama.
 - b. **CIVIL AIR PATROL SUPPLY DEPOT:** Located at Amarillo, Texas has clothing, camping and field gear, personal survival equipment, and pilot gear. These items are announced in the Civil Air Patrol News, which each member get every month.
 - c. **AIR FORCE MILITARY CLOTHING SALES STORE:** Located at Scott Air Force Base, Illinois. A CAP membership card is required to gain entrance to the base, as well as the clothing sales store. Check with the unit personnel officer for operating hours and location at the base.
 - d. **MILITARY SURPLUS STORES:** Uniforms and other military equipment can be found at local military surplus stores.
 - f. **THRIFT SHOP:** Located at Scott Air Force Base in building 855. You can purchase used military uniforms that are in good condition and at bargain prices when the clothing is available. A military or CAP ID card is required to purchase items at the Thrift shop.

GP 12 FL 601-1 (Rev 29 Oct 2002)

- g. **EXCESS/SURPLUS SUPPLIES:** The Air force makes certain excess /surplus supplies

available to Civil Air Patrol, and in some cases these include clothing items. Members should always check with the unit logistics officer to determine if surplus items are available prior to purchasing uniform items.

7. Remember we (Senior and Cadets) have the added responsibility to set the example in the way we conduct ourselves , and the way we wear our uniform. Be proud of the uniform you volunteered to wear. **LOOK SHARP, BE SHARP!!**

GP 12 601-2 (Rev 29 Oct 2002)

SENIOR MEMBER BASIC UNIFORM ITEMS

1. The following is a listing of required basic uniform items for placement on the various Civil Air Patrol uniforms that will conform with CAP Manual 39-1 (CAP Uniform Manual).

2. All items listed can be ordered through the CAPMart, www.capmart.org, TEL: 8888341781. FAX: 3342656381.

3. All items that were listed in the bookstore catalog have the same identification number with CAPMart:

SERVICE DRESS UNIFORM (Blues):

<u>ITEM #</u>	<u>DISCRIPTION</u>
599L	Grey Nameplate
7480A	Hat Device
820B	Metal Collar Insignia - U.S. (For Senior Members with Grade)
820	Metal Collar Insignia - CAP (For Senior Members without Grade)

BATTLE DRESS UNIFORM (BDU):

599H	Blue Name Tag - Cloth
599K	Blue Breast Badge - Cloth
820A	Embroidered Insignia (CAP)

FLIGHT SUIT:

599G	Leather Name Tag
836B	American Flag
836A	Embroidered CAP Seal - Cloth

WING PATCH:

637L	Illinois Wing Patch
------	---------------------

4. PLACING ORDERS with CAPMart: See the CAPMart page in the Commanders Packet I on the website for shipping and handling information, for additional information check the page on the website marked CAP Supply Depot End Operation.

5.The following credit cards will be accepted: VISA/MASTER CARD/DISCOVER/AMERICAN EXPERS.

6. Individuals should check with the CAPMart for current prices.

GP 12 FL 602 (Rev 29 Jan 2004)

CADET BASIC UNIFORM ITEMS

1. The following is a listing of required basic uniform items for placement on the various Civil Air Patrol uniforms that will conform with CAP Manual 39-1 (CAP Uniform Manual).
2. All items listed can be ordered through the **CAPMart**, www.capmart.org, TEL: 8888341781, FAX: 3342656381.
3. All items that were listed in the bookstore Catalog have the same identification number with CAPMart:

SERVICE DRESS UNIFORM (Blues):

<u>ITEM #</u>	<u>DISCRIPTION</u>
599M	Blue Nameplate
748A	Cadet Enlisted Hat Device
820	Metal Collar device - CAP (For Blues & BDU's)

BATTLE DRESS UNIFORM (BDU):

599H	Blue Name Tag - Cloth
599K	Blue Breast Badge - Cloth

FLIGHT SUIT:

599G	Leather Name Tag
836B	American Flag
836A	Embroidered CAP Seal - Cloth

WING PATCH:

637L	Illinois Wing Patch
------	---------------------

PLACING ORDERS WITH CAPMart: See the CAPMART page in the Commanders Packet I on the website for shipping and handling information, for additional information check the page on the website marked CAP Supply Depot End Operation located in the Commanders Packet I.

4. **The following credit cards will be accepted:**
VISA/MASTERCARD/DISCOVER/AMERICAN EXPRESS.

5. Individuals should check with the **CAPMart** for current prices.

GP 12 FL 603 (Rev 29 Jan 2004)

**** HOW TO ORDER FOR PROPER FIT ... FOR MALES ****

1. SLEEVE - Measure length from center of back at collar across top of shoulder and down outside of arm to end of cuff.
2. CHEST - Measure high up under armpits over clothing to be worn under garment.
3. WAIST - Measure around waist just above belt, hold tape snug but not too tight.
4. INSEAM - Measure close up in crotch down inseam to length desired.

SIZE INFORMATION:

LONG SLEEVE SHIRTS: Order by neck size and sleeve length.

SHORT SLEEVE SHIRTS: Order by neck size. (HOW TO DETERMINE NECK SIZE) On a shirt that fits well, lay collar flat. Measure from center of collar button to far end of button hole.

JACKETS & COATS: Order by chest size and sleeve length. Chest sizes 34" thru 50" in 1" increments. Sleeve lengths S (32"), R (34"), L (36").

TROUSERS: Waist sizes 26" thru 36" in 1" increments. 38" thru 46" in 2" increments.

CAPS: Order by cap size. To determine size, measure head. Number of inches is converted to size in chart at right.

**** HOW TO ORDER FOR PROPER FIT ... FOR FEMALES ****

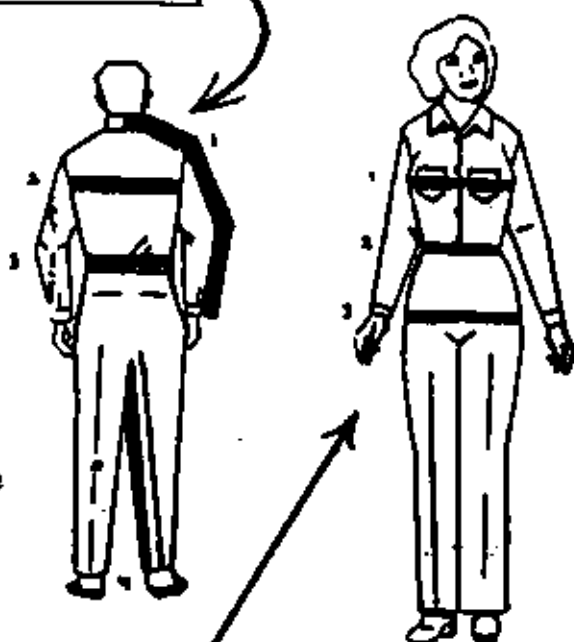
1. BUST - Measure bust over clothing to be worn under garment.
2. WAIST - Measure around waist just above belt, hold tape snug but not too tight.
3. HIPS - Measure around the fullest part of hip.
S (5'3 and under), R (5'3½ to 5'6½), L (5'7 to 5'11)

JACKETS, OVERBLOUSES, COATS

BUST	28-29	30-31	32-33	34-35	36-37	38-39	40-41	42-43
SIZE	6	8	10	12	14	16	18	20

SKIRTS, SLACKS

WAIST	23½-24	24½-25	25½-26½	27-28	28½-29½	30-31	31½-32½	33-34½
HIPS	36	37	38	39½	41	42½	44	46
SIZE	6	8	10	12	14	16	18	20



BATTLE DRESS UNIFORM SIZE GUIDE

	XS/Short	XS/Reg	XS/Long	S/Short	S/Reg	S/Long	M/short	M/Reg
Shirts: Chest Size	29-33	29-33	29-33	33-37	33-37	33-37	37-41	37-41
Trousers: Waist Size	23-27	23-27	27-31	27-31	27-31	27-31	31-35	31-35
Inseam	26½-32½	29½-32½	32½-35½	26½-29½	29½-32½	32½-35½	26½-29½	29½-32½

	M/Long	L/Short	L/Reg	L/Long	XL/Short	XL/Reg	XL/Long	XXL/Reg
Shirts: Chest Size	37-41	41-45	41-45	41-45	45-49	45-49	45-49	49-53
Trousers: Waist Size	31-35	35-39	35-39	35-39	39-43	39-43	39-43	43-47
Inseam	32½-35½	26½-29½	29½-32½	32½-35½	26½-29½	29½-32½	32½-35½	29½-32½

HAT SIZE CHART

To use chart, measure circumference around the skull at widest point - (measure).

	XS		S		M		L		XL	
Hat Size	6½	6¾	6¾	7	7½	7½	7½	7½	7½	7¾
Measure	20¾	21½	21½	22	22¾	22¾	23½	23½	24	24½

GLOVE SIZE CHART

Place a tape measure around the palm of hand at the widest point (including thumb).

Inches	6½ to 7"	7½ to 8"	8½ to 9"	9½ to 10"	10½ to 11"
Size	Small	Medium	Large	X-Large	2X-Large
Normal Sz.	7 to 7½	8 to 8½	9 to 10	10½ to 11	11½ to 12
Military Size	3	4	5	6	7

SIZE CHART FOR DPSC BATTLE DRESS UNIFORM (BDU) (TEMPERATE AND HOT WEATHER BDUS)

	XSMALL	SMALL	MEDIUM	LARGE	XLARGE
XXSHORT					
HEIGHT	-	UNDER 59	UNDER 59	-	-
CHEST	-	33 TO 37	37 TO 41	-	-
WAIST	-	-	-	-	-
INSEAM	-	-	-	-	-
XSHORT					
HEIGHT	59 TO 63	59 TO 63	59 TO 63	59 TO 63	-
CHEST	UNDER 33	33 TO 37	38 TO 41	41 TO 45	-
WAIST	UNDER 27	27 TO 31	31 TO 35	-	-
INSEAM	UNDER 26 1/2	UNDER 26 1/2	UNDER 26 1/2	-	-
SHORT					
HEIGHT	63 TO 67	63 TO 67	63 TO 67	63 TO 67	-
CHEST	UNDER 33	33 TO 37	37 TO 41	41 TO 45	-
WAIST	UNDER 27	27 TO 31	31 TO 35	35 TO 39	OVER 39
INSEAM	26 1/2 TO 29 1/2	26 1/2 TO 29 1/2	26 1/2 TO 29 1/2	26 1/2 TO 29 1/2	26 1/2 TO 29 1/2
REGULAR					
HEIGHT	-	67 TO 71	67 TO 71	67 TO 71	67 TO 71
CHEST	-	39 TO 37	37 TO 41	41 TO 45	OVER 45
WAIST	UNDER 27	27 TO 31	31 TO 35	35 TO 39	OVER 39
INSEAM	29 1/2 TO 32 1/2	29 1/2 TO 32 1/2	29 1/2 TO 32 1/2	29 1/2 TO 32 1/2	29 1/2 TO 32 1/2
LONG					
HEIGHT	-	71 TO 75	71 TO 75	71 TO 75	71 TO 75
CHEST	-	33 TO 37	37 TO 41	41 TO 45	OVER 45
WAIST	UNDER 27	27 TO 31	31 TO 35	35 TO 39	OVER 39
INSEAM	32 1/2 TO 35 1/2	32 1/2 TO 35 1/2	32 1/2 TO 35 1/2	32 1/2 TO 35 1/2	32 1/2 TO 35 1/2
XLONG					
HEIGHT	-	OVER 75	OVER 75	OVER 75	-
CHEST	-	33 TO 37	37 TO 41	41 TO 45	-
WAIST	-	27 TO 31	31 TO 35	35 TO 39	-
INSEAM	-	OVER 35 1/2	OVER 35 1/2	OVER 35 1/2	-

EXAMPLES for ordering coat and trousers using above chart.

Coat: If your height is from 67" to 71" and your chest is from 41" to 45", your coat size is Large/Regular.

Trousers: If your waist is 35" to 39" and your inseam is over 32 1/2" your trouser size is Large/Long.

- NOTE:**
1. Fit should be loose to allow for regular undergarment.
 2. Allow for possible shrinkage.

700

**MISCELLANEOUS
FORMS**

MOTOR VEHICLE OPERATORS IDENTIFICATION CARD

Reference : CAP Regulation 77-1, and IL Wing Supplement 01

1. For the Civil Air Patrol member to be authorized to operate a CAP vehicle, they must complete ILWG Form 75 (Application for Motor Vehicle Operators Identification Card), and sent through channels for approval, along with the following attachments:

- a. Proof of insurance with rider for non-owner vehicle or financial responsibility.
- b. Copy of Member's driving record from the past three years.
- c. Photo copy of member's current state operators license.

2. Before a member operates a CAP vehicle, they should familiarize themselves with the reference regulation and supplement.

3. **After receiving the identification card, that along with the state drivers' license, will be carried at all times when operating a CAP vehicle.**

4. Before sending the ILWG form 75 through channels for approval, make a copy for the suspense action file.

5. Send to the following address:

Illinois Wing Headquarters/LGT
Civil Air Patrol
P.O. Box 957348
Hoffman Estates, IL 60195-7348

RENEWALS: The attachments mentioned in paragraph 1. A., b., & c. for initial application are required for renewals also.

GP 12 FL 701 (Rev 29 Oct 2002)

RADIO OPERATORS AUTHORIZATION

Reference: CAP Regulation 100-1 V1

1. For the Civil Air Patrol member to obtain a Radio Operators Authorization, the following procedures must be followed:

a. Have a working knowledge of CAP Regulation 100-1.

b. Attend a communications class.

(1.) Complete a CAP Form 105 (CAP Radio Message Form). This goes forward with initial application.

c. Testing by the Communications Officer, CAP Form 119 (Radio Operators Permit Test). **THIS IS AN OPEN BOOK TEST** AND IS RECORDED ON cap Form 23 (General Purpose answer sheet), that goes forward with initial application.

2. After completion of the Communications Orientation Class, a ILWG Form 5 (Illinois Wing, CAP Radio Operators authorization Card Application), will be completed and items 1. b. (1.), and c., as listed above, will be attached to application. Send to the Illinois Wing Licensing Officer, at the following address:

John R. Rimicci
7249 W. Howard St.
Chicago, IL 60631
If you need to call, the number is: (312) 774-5989

3. Before sending application forward to Illinois Wing, be sure to make a copy for the suspense action file.

NOTE: The FCC Form 753 (Restricted Radio-Telephone Operator Permit application), is no longer required to be sent forward with the ILWG Form 5.

RENEWALS: Complete ILWG Form 5, and send to the Illinois Wing Licensing Officer at least 30 days prior to expiration of current card. **Attachments are not required for renewal.**

GP 12 FL 702 (Rev 29 Oct 2002)

800

FILES MAINTENANCE

AND

**RECORDS
DISPOSITION**

TABLE OF CONTENTS

Tab A - General Instructions and Information Letter

Tab B - CAP Regulation 10-2, Files Maintenance and Records Disposition

Tab C - File Plan

Tab D - Files Disposition Instructions Listing

Tab E - File Guide Plan

Tab F - Forms Guide Plan

Tab G - File Drawer Guide Plan

GP 12 FL 800-1 (Rev 16 Aug 2002)

GENERAL INSTRUCTIONS AND INFORMATION LETTER

Files Maintenance and Records Disposition

1. The following information should aid in setting up the filing system in your unit.
2. I have prepared this packet to help each unit in Group 12 get their filing system in order
 - a. The first document in this packet at **TAB B**, is CAP Regulation 10-2 (Files Maintenance and Records Disposition).
 - b. The second item at **TAB C**, is the File Plan of which has went into detail.
 - c. The next item at **TAB D**, is the File Disposition Instructions Listing which has went into detail for each file in the filing system.
 - d. Next item at **TAB E**, is a File Guide Plan, which is used to identify functional areas of the filing system.
 - e. The next item in the packet at **TAB F**, is a Forms Guide Plan used to identify each form by headquarters and other material used to make a unit run efficiently.
 - f. The last item at **TAB G**, in this packet are actual file labels I use to identify what is in a file drawer.
3. In the following paragraphs and attachments it will give some general information on setting up the Civil Air Patrol filing system.
4. **RESPONSIBILITY:** The Group 12 Administrative Officer, will assist each squadron to implement CAP Regulation 10-2, to insure compliance with that regulation.
5. The following is a suggested listing of material needed to set up a correspondence and forms filing system properly.
 - a. **FILE FOLDERS:** Manila, straight cut, letter size.
 - b. **FILE LABELS:** 1" X 3", Multi-Purpose (White).
 - c. **GUIDE CARDS (File Dividers):** Guide Cards (File Dividers) are optional. I would recommend their use, because they **IDENTIFY EACH FUNCTIONAL AREA** for quick reference. They also **SUPPORT THE FILES** (see Atch. E & F).
 - d. **FILE DRAWERS:** The file drawer labels are optional. It is recommend for quick reference to contents of each file drawer (See Atch. G for File Drawer Plan).

SAMPLE FILE DRAWER LABELS:

Active Files

Item 1.1 - 13.0

Inactive Files

FORMS

DD, FD, FCC, Maxwell AFB,
ECI, CAP, CAP Testing Material,
CAP Certificates, CAP Visual Aids, GLR,
ILWG, IEMA, & Group 12, Squadron Forms

MISCELLANIOUS

Bookstore Info, FEMA Publications,
Locator File (Maps), Membership Info,
Recruiting Material, & Schools

OFFICE SUPPLIES

6. **FILE PLAN:** See attachment C, and item 1.1.

7. **SUSPENSE CONTROL:** See File Disposition listing at attachment D, item 1.2 for suggestion on how to set up a suspense control system.

8. **FUNCTIONAL FILES AREAS:**

- 1.1 File Plan
- 1.2 Suspense Control
- 1.3 Administration
- 2.0 Aerospace Education
- 3.0 Cadet Programs
- 4.0 Chaplain
- 5.0 Inspector General
- 6.0 Financial Management
- 7.0 Legal
- 8.0 Operations
- 8.13 Pilot Information Files (Individual Pilot Records)

GP 12 FL 800-3 (Rev 16 Aug 2002)

8.14 Counternarcotics Files

8.15 Emergency Services Files

9.0 Safety

11.0 Personnel

11.2 Senior Member Personnel Records

113 Cadet Personnel Records

12.0 Public affairs

13.0 Communications **(This functional area has been added. National Headquarters did not make provisions for Communications Files in the updated Regulation 10.2, dated 10 May 1999. I have take the liberty to add functional area 13 for this purpose.**

9. **FILING ARRANGEMENTS:** The following filing arrangements should be used within each functional file area to make your files work efficiently.

- a. Alphabetical
- b. Chronological
- c. Geographical
- d. Numerical
- e. Organizational

10. **INACTIVE FILES:** Check dispositions instructions periodically. Place in inactive file as indicated. Destroy on date indicated.

11. **SCREENING FILES:** To maintain an efficient filing system you need to screen files at the end of each calendar year to remove extraneous material. Destroy this material.

12. **SETTING UP A FORMS FILE:** When setting up a forms file and files for other material that is needed for any unit to operate proficiently.

a. When setting up a forms file and other material. Use the same type of file folders, file guides and labels as used for the correspondence files.

b. When setting up a forms file, start with the highest headquarters down to the lowest. Example as Follows:

- (1.) DD (Department of Defense)
- (2.) FD (Fingerprint Card)
- (3.) FCC (Federal Communications Commission)
- (4.) Maxwell Air Force Base
- (5.) ECI (Extension Course Institute, Air University)
- (6.) CAP
- (7.) CAP Test Material
- (8.) CAP Certificates
- (9.) CAP visual Aids
- (10.) GLR (Great Lakes Region)
- (11.) ILWG (Illinois Wing)

GP 1`2 FL 800-4 (Rev 16 Aug 2002)

- (12.) IEMS (Illinois Emergency Management Agency)
- (13.) Group 12
- (14.) Local Unit Forms

c. Other items that you can add to your files so as to have an efficient operation in your unit:

- (1.) Bookstore Information
- (2.) FEMA Resources Publications
- (3.) Locator File (Maps)
- (4.) Membership Information
- (5.) Recruiting Material
- (6.) School Information
- (7.) Uniform Information

GP 12 FL 800-5 (Rev 16 Aug 2002)

Name: Lt. Col. Thomas Pickering
Group 12/ILWG CAP/DA

Date Prepared: 18 Aug 2002

Item	Title	Table	Rule
1.1	File Plan	1	1
1.2	Suspense Control	1	2
1.3	<u>ADMINISTRATION</u>	1	3
1.3	Administration - General		
	Correspondence File	1	3
1.3	Awards Information File	1	3
1.3	Authorization File		
	(Job Assignments)	1	3
1.3	Director's Reports	1	3
1.3	Encampment Information File	1	3
1.3	Extension Course Institute		
	Information File	1	3
1.3	Fingerprint Card Information File	1	3
1.3	Meeting Sign-In Sheets	1	3
1.3	Membership Information File	1	3
1.3	Organizational Action File	1	3
1.3	Professional Development		
	Information File	1	3
1.3	Policy Letters	1	3
1.3	Project/Activity Approval		
	Information File	1	3
1.3	Promotion Information File	1	3
1.3	Publications and Blank Forms		
	Information File	1	3
1.3	Recruiting Information File	1	3
1.3	Required Staff Training	1	3
1.3	Scholarship Program	1	3
1.3	Senior Monthly Membership Listing	1	3
1.3	Senior Member Professional Development		
	Program	1	3
1.3	Senior Training Report	1	3
1.3	Testing Information File	1	3
1.3	Uniform Information File	1	3
1.6	Monthly Unit Consolidated Report		
	(Group 12 Hq)		
1.6	Operating Instruction	1	6
1.8	Memorandum of Understanding		
	Between the Federal Highway		
	Administration and CAP	1	8
1.8	Memorandum of Understanding		
	Between the U.S. Air Force and CAP	1	8

GP 12 FL 800-6 (Rev 16 Aug 2002)

2. **AEROSPACE EDUCATION**

2.0	Aerospace Education - General Correspondence File	2	1	
2.1	National Congress on Aviation and Space Education Information File	2	1	
3.	<u>CADET PROGRAM</u>			
3.0	Cadet Program - General Correspondence File	3	1	
3.1	Cadet Advisory Council Information File	3	1	
3.2	Cadets Programs Today	3	1	
4.	<u>CHAPLAIN</u>			
4.0	Chaplain - General Correspondence File	4	1	
5.	<u>INSPECTOR GENERAL</u>			
5.0	Inspector - General Correspondence File	5	1	
5.1	Inspection Guides	5	1	
6.	<u>FINANCIAL MANAGEMENT\</u>			
6.0	Financial Management - General Correspondence File	6	1	
6.18	Reimbursement of Private Pilots	6	1	
7.	<u>LEGAL</u>			
7.0	Legal - General Correspondence File	7	1	
8.	<u>OPERATIONS</u>			
8.0	Operations - General Correspondence File	8	1	
8.1	Mission Training Authorizations (CAPFs 10)	8	1	
8.2	Emergency Services Qualification Documents (CAPFs 100)	8	2	
8.3	Non-CAP Passengers (CAPFs 9; Waivers to fly non-CAP members)	8	3	
8.11	Orientation Flights Information File	8	1	

GP 12 FL 800-7 (Rev 16 Aug 2002)

8.13 PILOT INFORMATION FILES

8.13	Individual Pilot Records	8	1
8.14	<u>COUNTERNARCOTICS FILES</u>		
8.14	Counternarcotics Training File	8	1
8.14.2	Counternarcotics Program	8	1
8.14.3	Drug Enforcement Agency (DEA)	8	1
8.14	<u>COUNTERNARCOTICS FILES Con't:</u>		
8.14.4	Eradication and Detection Information File	8	1
8.15	<u>EMERGENCY SERVICES FILES</u>		
8.15	Emergency Services Information File	8	1
8.15.2	Illinois Disaster Aviation Support Plan	8	
8.15.3	Illinois Emergency Management Plan	8	1
8.15.4	Earthquake Information File	8	1
9.	<u>SAFETY</u>		
9.0	Safety - General Correspondence File	9	1
9.1	The Sentinel (Safety Newsletter)	9	1
10.	<u>LOGISTICS</u>		
10.0	Logistics - General Correspondence File	10	1
10.8	Vehicle Records	10	8
10.10	Real Estate Property (Trailer Information)	10	10
11.	<u>PERSONNEL</u>		
11.0	Personnel - General Correspondence File	11	1
11.2	<u>SENIOR MEMBER PERSONNEL RECORDS</u>		
11.2	Individual Personnel Records	11	2
12.	<u>PUBLIC AFFAIRS</u>		
12.0	Public Affairs - General Correspondence File	12	1
13.	<u>COMMUNICATIONS FILES</u>		
13.0	Communications - General Correspondence File	13	1
13.1	CAP Packet Radio Training and Operational Manual	13	1
	<u>INACTIVE FILES</u>		

FILE DISPOSITION INSTRUCTIONS LISTING

1.1 File Plan - Records Disposition Plan (Update Annually)

1.2 Suspense Control - Records and notes indicating date items are due. This should consist of 12 folders, one for each month. An optional 31 folders, one for each day. Both of these files should be rotated to make them function properly. With this simple file, you won't miss any suspense dates.

1.3 Administration - General correspondence File

DEST: When superseded, obsolete, or no longer needed.

NOTE: In the first folder of each functional area is a **General Correspondence File**. When you have 2 pieces of correspondence pertaining to the same subject, make a new folder.

1.3 Awards Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Authorization File (Job Assignments)

DEST: When superseded, obsolete, or no longer needed.

1.3 Director's Reports

DEST: When superseded, obsolete, or no longer needed.

1.3 Encampment Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Extension Course Institute (ECI) Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Fingerprint Card Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Meeting Sign-in Sheets

Cut off annually and place in the inactive file.

DEST: One year after cut off.

NOTE: Example for file label on an annual file.

1.3 Meeting Sign-in Sheets

COFF: 31 Des 02

DEST: 1 Jan 04

GP 12 FL 800-9 (Rev 16 Aug 2002)

1.3 Membership Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Organizational Action File (CAP Forms 27 and related papers)

DEST: When superseded, obsolete, or no longer needed.

1.3 Professional Development Information File

Cut off annually and place in inactive file.

DEST: One year after cut off.

1.3 Policy Letters

DEST: When superseded, obsolete, or no longer needed.

1.3 Project/Activity Approval Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Promotion Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Publications and Blank Form Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Recruiting Information File

DEST: When superseded, obsolete, or no longer needed.

1.3 Required Staff Training

DEST: When superseded, obsolete, or no longer needed.

1.3 Scholarship Program

DEST: When superseded. Obsolete, or no longer needed.

1.3 Senior Monthly Membership Listing

Cut off annually and place in the inactive file.

DEST: One year after cut off.

1.3 Senior Member Professional Development Program

DEST: When superseded, obsolete, or no longer needed.

1.3 Senior Training Report

Cut off annually and place in the inactive file.

DEST: One year after cut off.

GP 12 FL 800-10 (Rev 16 Aug 2002)

1.3 Testing Information File

DEST: When superseded. Obsolete, or no longer needed.

1.3 Uniform Information File

DEST: When superseded, obsolete, or no longer needed.

1.6 Monthly Unit Consolidated Report (Group 12)

Cut off annually and place in the inactive file.

DEST: One year after cut off.

1.6 Operating Instructions

DEST: When superseded, obsolete, or no longer needed.

1.8 Memorandum of Understanding between the Federal Highway Administration and CAP

DEST: When superseded, obsolete, or no longer needed.

1.8 Memorandum of Understanding between the U.S. Air Force and CAP

DEST: When superseded, obsolete, or no longer needed.

2.0 Aerospace Education - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

2.1 National Congress on Aviation and Space Education Information File

DEST: When superseded, obsolete, or no longer needed.

3.0 Cadet Programs

DEST: When superseded, obsolete, or no longer needed.

3.1 Cadet Advisory Council Information File

DEST: When superseded, obsolete, or no longer needed.

3.2 Cadet Programs Today (Newsletter from Nat Hq)

Cut off annually and place in the inactive file.

DEST: One year after cut off.

4.0 Chaplain - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

5.0 Inspector General - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

GP 12 FL 800-11 (Rev 16 Aug 2002)

5.1 Inspection Guides

DEST: When superseded, obsolete, or no longer needed.

6.0 Financial Management - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

6.18 Reimbursement of Private Pilots

DEST: When superseded, obsolete, or no longer needed

7.0 Legal - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

8.0 Operations - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

8.1 Mission Training Authorizations (CAP Forms 10, Request and Report for Training/Evaluation Mission)

DEST: When superseded, obsolete, or no longer needed.

8.2 Emergency Services Qualification Documents (CAP Forms 100, Request for Operational Mission Qualification Card, CAP Form 101, or Specialty Training Card 101T)

DEST: When superseded, obsolete, or no longer needed.

8.3 Non-CAP Passengers (CAP Forms 9, Waiver to fly Non-CAP Members - Release of non-CAP Members).

Cut off 30 Sep each year and place in the inactive file.

DEST: One year after cut off.

8.8 AFRCC Reports (Mission: Actual & Training, CAP Forms 102 through 110)

Cut off 30 Sep each year and place in the inactive file.

DEST: 4 years after cut off.

SAMPLE LABLE

8.8 Mission: GLLR-IL-02-09

DATE(s) of Mission

COFF: 30 Sep 02

DEST: 1 Oct 06

FORMS THAT GO IN THE MISSION FILE

CAP Form 102 (Combined SAR and CD alert/General Briefing)

GP 12 FL 800-12 (Rev 16 Aug 2002)

CAP Form 103 (Mission Authorization/Personnel Register)

CAP Form 104 (Mission Flight Plan/Briefing Form)

CAP Form 106 (Ground Interrogation Form)

CAP Form 107 (Flight Operations Log)
CAP Form 108 (CAP Payment/Reimbursement Document for
Aviation/Automotive, Miscellaneous Expense)
CAP Form 109 (Ground Team Clearance)
CAP Form 110 (Air/Ground of Point to Point Log)

8.11 Orientation Flight Information File

DEST: When superseded, obsolete, or no longer needed.

8.13 Individual Pilot Records (Arranged Alphabetical)

Maintained IAW CAP regulation 60-1

8.14 Counternarcotics Information File

DEST: When superseded, obsolete, or no longer needed.

8.14.1 Counternarcotics Training File

DEST: When superseded, obsolete, or no longer needed.

8.14.2 Counternarcotics Program

DEST: When superseded, obsolete, or no longer needed.

8.15 Emergency Services Information File

DEST: When superseded, obsolete, or no longer needed.

8.15.2 Illinois Disaster Aviation Support Plan

DEST: When superseded, obsolete, or no longer needed.

8.15.3 Illinois Emergency Management Agency Plan (IEMA)

DEST: When superseded, obsolete, or no longer needed.

8.15.4 Earthquake Information File

DEST: When superseded, obsolete, or no longer needed.

9.0 Safety - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

9.1 The Sentinel (Safety Newsletter for Nat. Hq.)

Cut off annually and place in the inactive file.

DEST: One year after cut off.

GP 12 FL 800-13 (Rev 16 Aug 2002)

10.0 Logistics - General Correspondence File

DEST: When superseded, obsolete, or no longer needed

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10.8 Vehicle Records

DEST: When superseded, obsolete, or no longer needed.

10.10 Real Estate Property (Trailers)

DEST: When superseded, obsolete, or no longer needed.

11.0 Personnel - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

11.2 Individual Personnel Records (Senior Members & Cadets, arranged alphabetical)

NOTE: Cut off when membership expires, or member transfers. Records not requested by former member will be removed from active file and placed in the inactive file. If not requested by 5th year, destroy

12.0 Public affairs - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

13.0 Communications - General Correspondence File

DEST: When superseded, obsolete, or no longer needed.

13.1 CAP Packet Radio Training and Operations Manual

DEST: When superseded, obsolete, or no longer needed.

NOTE: CAP Regulation 10-2 (Files Maintenance and Records Disposition, dated 10 May 1999, did not make provisions for a communications file. I have taken the liberty to add functional area 13 for that purpose.

INACTIVE FILES: Disposition Instructions on these files should be checked periodically, so as not to have a build up of old files.

GP 12 FL 800-14 (Rev 16 Aug 2002)

INACTIVE FILES

13. COMMUNICATIONS FILES

12. PUBLIC AFFAIRS

11.2 SENIOR MEMBER PERSONNEL
RECORDS

11. PERSONNEL

10. LOGISTICS

9. SAFETY

8.15 EMERGENCY SERVICES FILES

8.14 COUNTERNARCOTICS FILES

8.13 PILOT INFORMATION FILES

8. OPERATIONS

7. LEGAL

6. FINANCIAL MANAGEMENT

5. INSPECTOR GENERAL

4. CHAPLAIN

3. CADET PROGRAMS

2. AEROSPACE EDUCATION

1.3 ADMINISTRATION

1.2 SUSPENSE CONTROL

1.1 FILE PLAN

GUIDE CARDS: They are optional
but I would recommend their use
because:

- a. They identify each functional area for quick reference.
- b. They also support the files.

FRONT OF FILE

GP 12 FL 800-15 (Rev 16 Aug 2)

SCHOOL INFORMATION

RECRUITING MATERIAL

MEMBERSHIP INFORMATION

LOCATOR FILE (MAPS)

FEMA RESOURCES PUBLICATIONS

BOOKSTORE INFORMATION

GROUP 12 FORMS

IEMA FORMS

ILWG (Illinois Wing Forms)

GLR (Great Lakes Region Forms)

CAP VISUAL AIDS

CAP CERTIFICATES

CAP TEST MATERIAL

CAP FORMS

ECI FORMS

MAXWELL AFB FORMS

FCC (Federal Communications Commission)

FD FORMS (Fingerprint Cards)

DD FORMS (Department of Defense)

NOTE: This is a sample of how
to set up a FORMS FILE
and other material.

FRONT OF FILE

GP 12 FL 800-16 (Rev 16 Aug

Active Files

Items 1.1 - 13.0

Inactive Files

FORMS

DD, FD, FCC, MAXWELL AFB,
ECL, CAP, CAP Testing Material,
CAP Certificates, CAP Visual Aids,
GLR, & MWC

FORMS Cap 1

GROUP 12

MISCELLANEOUS

Bookstore Info, FEMA Publications,
Lecturer File (MAFS),
Membership Info,
Recruiting Material, Schools,
and Uniform Info